

Panaji, 18th July, 1991 (Ashadha 27, 1913)

SERIES I No. 16

OFFICIAL GAZETTE

GOVERNMENT OF GOA

EXTRAORDINARY

GOVERNMENT OF GOA

Department of Personnel

Notification

3/5/89-PER

In exercise of the powers conferred by the proviso to Article 309 of the Constitution and all other powers enabling him in this behalf, the Governor of Goa in consultation with the Goa Public Service Commission, vide their letter No. COM/1/24/88 dated 15-7-1991 hereby makes the following rules so as to amend the Goa, Daman and Diu Civil Service Rules, 1967, namely:—

1. *Short title and commencement.*—(1) These rules may be called the Goa Civil Service (Amendment) Rules, 1991.

(2) They shall come into force at once except item (i) of clause (a) of sub-rule (1) of rule 29 which shall be deemed to have come into force on the first day of January, 1986.

2. *Amendment of rule 2.*—In rule 2 of the Goa, Daman and Diu Civil Service Rules, 1967 (herein after referred to as the "Principal Rules"),—

(i) clause (a) shall be omitted.

(ii) for clause (e), the following shall be substituted, namely:—

"(e) 'member of the Service' means a person appointed on regular basis i.e. officiating including temporary basis to any one of the three grades of the Service and includes a person appointed on probation to Junior Grade of the Service;"

3. *Amendment of rule 3.*—In rule 3 of the principal Rules,—

(i) for sub-rule (2), the following shall be substituted, namely:—

"(2) The Service shall have three grades, namely:—

(i) Selection Grade;

(ii) Senior Grade;

(iii) Junior Grade;

Provided that the posts either in Selection Grade or in Senior Grade shall not exceed 20% of the authorised permanent strength of the Service."

(ii) for sub-rule (3), the following shall be substituted, namely:—

"(3) The posts in the Selection Grade and Senior Grade shall be known as Goa Civil Service Group 'A' posts and those in Junior Grade shall be known as Group 'B' posts."

4. *Amendment of rule 5.*—In sub-rule (1) of rule 5 of the principal Rules.—

(i) for the expression "Save as provided in rule 17 appointment to the service shall be made by the following methods namely", the expression "Appointment to the service shall be made by the following methods, namely" shall be substituted;

(ii) for clauses (a) and (b), the following clauses shall be respectively substituted, namely:—

"(a) 20% of the vacancies of the Junior Grade which occurred from time to time as per the roster maintained for that purpose shall be filled by direct recruitment in the manner specified in Part IV of these rules;

(b) The remaining 80% of the vacancies shall be filled by selection in the manner specified in Part V of these rules from amongst the officers who hold any of the posts specified in Schedule II on regular basis under the Government of Goa:

Provided that nothing in these rules shall preclude the Government from holding a vacancy in abeyance, or filling it on an officiating basis in accordance with the provisions in Part VIII for a period of six months which may be extended upto maximum of one year. In such a case the decision of the Government shall be reported to the Commission immediately after completion of first six months";

(iii) sub-rule (2) shall be omitted.

5. *Insertion of new rule 5(A).* — After rule 5 of the principal Rules before rule 6 the following shall be inserted, namely: —

"5A. *Eligibility.* — The candidate to be eligible for appointment to the service should be a degree holder of a recognised University and should be less than 35 years of age relaxable by 5 years for Government servants as per the orders issued by the Government from time to time. The candidate should have adequate knowledge of Konkani and/or Marathi."

6. *Amendment of rule 6.* — For rule 6 of the principal Rules the following rule shall be substituted, namely: —

"6. *Competitive examination.* — A competitive examination for direct recruitment to the Service shall be held by the Commission. The syllabus, dates on which and the places at which the examination will be held, shall be fixed by the Commission."

7. *Amendment of rule 7.* — For rule 7 of the principal Rules, the following shall be substituted, namely: —

"7. The nature of examinations, the qualifying requirement and the mode of conduct of examinations shall be as determined by the Commission from time to time."

8. *Amendment of Rules 9, 11 and 12.* — In Rule 9, 11 and 12 of the principal Rules, before the word "list" wherever it occurs the word "select" shall be inserted.

9. *Insertion of new rule 12A.* — After rule 12 of the principal Rules, the following rule shall be inserted under Part V, namely: —

"12A. *Preparation of eligibility list.* — (1) Every year, with reference to 31st December of that year, the Government shall prepare an eligibility list of officers holding various posts referred to as feeder posts in Schedule II, for the purpose of promotion to the Junior Grade of the Service. Such list will be circulated to all the officers holding such posts.

(2) For the purpose of sub-rule (1), an officer shall be considered as eligible for promotion to Junior Grade of the Service, provided he/she has held the said post on regular basis for a minimum period of 5 years.

(3) The selection of the candidates shall be made on the basis of merit, with due regard to seniority."

10. *Amendment of rule 13.* — In rule 13 of the principal Rules, for items (ii) and (iii), the following items shall be respectively substituted, namely: —

"(ii) The Chief Secretary or some other equivalent senior officer to be nominated by the Chief Secretary.

(iii) The Secretary (Personnel). If the Secretary (Personnel) happens to be the Chief Secretary, then any other Senior Secretary to be nominated by the Government."

11. *Amendment of rule 14.* — For rule 14 of the principal Rules, the following shall be substituted, namely: —

14. Conditions of eligibility and procedure for selection. —

"(1) The Committee shall consider from time to time the cases of officers eligible under clause (b) of sub-rule (1) of rule 5, who have served in the posts specified in the Entry Grade as shown in Schedule II for not less than five years in regular service, and prepare select list of officers recommended, taking into account the actual vacancies at the time of selection and those likely to occur during the year. The selection for inclusion in the list shall be based on merit and suitability in all respects for appointment to the Service with due regard to seniority.

(2) The names of persons included in the select list shall be arranged in the order of merit.

(3) The select list so prepared by the Committee shall be forwarded by the Committee to the Government.

(4) The select list forwarded by the Committee shall ordinarily be in force until a fresh Select list is prepared for the purpose in accordance with these rules."

12. *Amendment of rule 15.* — For rule 15 of the principal Rules the following shall be substituted, namely: —

"15. *Consultation with the Commission.* — The Government shall consult the Commission in all respects for the purpose of direct recruitment and promotion in relation to the posts included in the Service."

13. *Amendment of rule 16.* — For rule 16 of the principal Rules, the following shall be substituted, namely: —

"16. *Appointment to the Service.* — Appointment to the Service shall be made in the order of merit from the Select list referred to in sub-rule (4) of rule 14 with due regard to the proportion specified in rule 5.

14. *Omission of Part VI.* — Part VI of the principal Rules, shall be omitted.

15. *Amendment of rule 18.* — For rule 18 of the principal Rules, the following shall be substituted, namely: —

"18. *Appointments.* — All appointments to the Service shall be made to the Selection Grade, Senior Grade or Junior Grade of the Service and not against any specific post included in the Service."

16. *Amendment of rule 21.* — In rule 21 of the principal Rules, —

(i) for sub-rule (1), the following shall be substituted, namely: —

"(1) Every person appointed under rule 5 to Junior Grade of the Service shall be on probation for a period of two years. In case

of an officer who has rendered service of not less than 2 years against the duty post on officiating basis, the said period shall be counted for the purpose of probation period.”;

(ii) for sub-rule (2), the following shall be substituted, namely:—

“(2) The Government may extend or reduce the period of probation of any person by one or more years for reasons to be recorded in writing.”.

17. *Amendment of rule 22.*—For rule 22 of the principal Rules, the following shall be substituted, namely:—

“22. *Training and departmental examination.*—A person appointed under rule 5 to the Service shall undergo such training and pass during the period of probation such departmental examination as may be specified by the Government in consultation with the Commission:

Provided that the officers who have attained 50 years of age and above and who are appointed under rule 5(b) may be exempted by the Government from passing the Departmental Examination.”.

18. *Amendment of rule 23.*—For rule 23 of the principal Rules, the following shall be substituted, namely:—

“23. *Confirmation in Service.*—A person who has been appointed under rule 5(a) and declared to have satisfactorily completed his period of probation may be, in consultation with the Commission, confirmed in the Service.

19. *Amendment of rule 24.*—In rule 24 of the principal Rules,—

(i) for the words and figures “sub-rule (4) of rule 15”, the words and figures “sub-rule (4) of rule 14” shall be substituted;

(ii) for the words and figures “and rule 14 and rule 15”, the word and figure “and also the provisions of rule 15” shall be substituted.

20. *Amendment of rule 25.*—In rule 25 of the principal Rules,—

(i) in clause (a) of sub-rule (1), for the word and figure “rule 15”, the word and figure “rule 14” shall be substituted;

(ii) in sub-rule (3),—

(a) for the word “local”, the words “Stop gap” shall be substituted; and

(b) for the words and figure “of rule 15”, the words and figure “of rule 14” shall be substituted;

(iii) for sub-rule (4), the following shall be substituted, namely:—

“(4) Any appointment made under sub-rule (3) shall be reported by the Government to the Commission forthwith. However, if the stop-gap arrangement continues beyond six months, prior approval of the Commission shall be obtained.

21. *Amendment of rule 27.*—In rule 27 of the principal Rules,

(i) in the proviso to sub-rule (1), for the expression “Class I”, the expression “Group A” shall be substituted.

(ii) Sub-rule (2) shall be omitted.

22. *Amendment of rule 28.*—In rule 28 of the principal Rules,

(i) clause (ii) shall be omitted

(ii) for clause (iii), the following clause shall be substituted, namely:—

“(ii) The relative seniority of direct recruits and of promotees shall be determined in accordance with the Goa Government (Seniority) Rules, 1967, as amended from time to time.”.

23. *Amendment of Rule 29.*—In Rule 29 of the principal Rules, for sub-rule (1) the following shall be substituted, namely:—

“(1) (a) the scales of pay attached to the Service shall be as follows:—

i) Selection Grade — Rs. 3700-125-4700-150-5000.

ii) Senior Grade — Rs. 3000-100-3500-125-4500.

iii) Junior Grade — Rs. 2000-60-2300-EB-75-3200-100-3500.

(b) The members of the Service shall also be entitled to receive such special pay as may be fixed by the Government from time to time.”.

24. *Amendment of rule 30.*—For rule 30 of the principal Rules, the following shall be substituted, namely:—

“30. *Appointments to senior Grade:*—(1) Appointments of members of the Service to the Senior Grade shall be made in consultation with the Commission on the basis of seniority subject to fitness.

(2) An officer with a minimum of eight years of service in Junior Grade shall be eligible for being considered for appointment to the Senior Grade:

Provided that Service in a duty post including Service rendered on officiating basis shall be counted towards the total period of eight years if such officiating appointment is immediately followed by appointment to the Service in substantive capacity without break.”.

25. *Amendment of rule 30A.*—For rule 30A of the principal Rules, the following shall be substituted, namely:—

“30A *Appointment to Selection Grade:*—

(1) Appointment of members to the Selection Grade shall be made by promotion on the basis of seniority-cum-fitness on the recommendation of the Commission.

(2) An officer who is a member of the Service for a minimum period of twelve years including two years in Senior Grade, shall be eligible for

being considered for promotion to the Selection Grade:

Provided that, service rendered in a duty post or an equivalent or higher post under the Central Government, the Government of Goa or the erstwhile Union territory of Goa, Daman and Diu or in a State Civil Service, shall be counted for the purpose of computing the 12 years period from the date of his regular appointment.

(3) The crucial date for determining the eligibility of officers for promotion to the Selection Grade shall be 31st December of the year in which the vacancy has occurred."

26. *Amendment of rule 31.*—In rule 31 of the principal Rules, after the words "The Government may make regulations" and before the words "not inconsistent with these rules", the following words shall be added, namely—

"in consultation with the Commission"

27. *Amendment of rule 33.*—In rule 33 of the principal Rules, after the words "the same shall be decided by the Government", the following words shall be added, namely:—

"in consultation with the Commission".

28. *Omission of Part X.*—Part X of the principal Rules shall be omitted.

29. *Amendment of Schedules.*—For Schedules I, II and III of the principal Rules, the following Schedules shall be respectively substituted:

SCHEDULE I

(See rule 4)

The authorised permanent strength of the Service and the nature of posts included in it are as follows:—

Sanctioned Strength	
1. Specific Posts under the Government of Goa ...	68
2. Deputation, Leave and Training reserve	21
	89

inclusive of posts added subsequent to the formation of the Service.

The above figures includes the following posts:—

Selection Grade and Senior Grade posts

- i) Registrar of Co-operative Societies.
- ii) Director of Civil Supplies.
- iii) Director of Transport.
- iv) Director of Tourism.
- v) Director of Social Welfare.
- vi) Director of Printing & Stationery.
- vii) Director of Land Survey.
- viii) Joint Secretary (Personnel).
- ix) Joint Secretary (Planning).
- x) Additional Collector (North).
- xi) Additional Collector (South).
- xii) Joint Director of Industries.
- xiii) Deputy Director of Education.
- xiv) Commissioner of Departmental Inquiries.

Junior Grade posts

- | | |
|---|---|
| 1. Dy. Collector (Revenue) | 2 |
| 2. Dy. Collector (Land Acquisition) | 2 |

3. Dy. Collector (Development)	2
4. Dy. Collector/S. D. O.	6
5. Assistant Commissioner, Excise and Entertainment Tax	1
6. Assistant Commissioner, Sales Tax	1
7. Planning Officer, Rural Industries Project	1
8. Dy. Registrar of Co-op. Societies	1
9. Dy. Director of Civil Supplies	1
10. Dy. Registrar, Engineering College Goa	1
11. Under Secretaries	17
12. Superintendent of Jail	1
13. Dy. Director (Vigilance)	1
14. Assistant Director of Fisheries	1
15. Forest Settlement Officer	1
16. Additional Director of Municipal Admn.	1
17. Assistant Director (Administration) in the Labour Commissioner's Office	1
18. Land Acquisition Officer (Land Acquisition Cell), P. W. D.	1
19. Administrative Officer in the Directorate of Agriculture	1
20. Dy. Registrar, Government Polytechnic	1
21. Exhibition Officer in the Directorate of Industries and Mines	1
22. Dy. Director (Administration), Irrigation Department	1
23. Dy. Director (Administration), Institute of Psychiatry and Human Behaviour	1
24. Administrative Officer, Forest Department	1
25. Administrative Officer, Directorate of Animal Husbandry and Veterinary Services	1
26. Administrative Officer, Directorate of Social Welfare	1
27. Programme Officer, Directorate of Social Welfare	1
28. Dy. Collector, Police Department	1
29. Assistant Director, Directorate of Industries and Mines	2

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Reserves

1. Deputation Reserve at 10% of	7
2. Leave Reserve at 10% of	7
3. Training Reserve at 10% of	7
	21

SCHEDULE II

1. Mamlatdar/Block Development Officer/Joint Mamlatdar/Assistant Director Civil Supplies.
2. Assistant Registrar of Co-operative Societies/Assistant Registrar (Audit)/Assistant Registrar (Marketing) under the office of the Registrar of Co-operative Societies.
3. Sales Tax Officer.
4. Assistant Director of Tourism.
5. Superintendents in the Secretariat and outside the Secretariat excluding those in the High Court and its subordinate Courts and excluding Superintendents in Legislature Department.
6. Employment Officer.
7. Industries Officer.
8. Assistant Director of Transport.
9. Superintendent of Excise.
10. Research Officer, Directorate of Social Welfare.
11. Technical Assistant in the Secretariat.
12. Assistant Superintendent of Jail.
13. Registrar, Administrative Tribunal.
14. Senior Translator in the Secretariat.

SCHEDULE III

Selection Grade, Senior Grade temporary duty posts

1) Director (Administration) Goa Medical College	1
2) Director (Administration), Directorate of Health Services	1
3) Joint Secretary (General Administration)	1
4) Director (Administration), Electricity	1
5) Director of employment	1
6) Officer on Special Duty, Goa Sadan, New Delhi	1
7) Joint Secretary (Industries)	1
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Junior Grade temporary duty posts

1) Administrative Officer, Hospicio Hospital	1
2) Special Land Acquisition Officer, Salauli Irrigation Project	1
3) Special Land Acquisition Officer, North Goa	1
4) Deputy Collector and District Recovery Officer	2
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By order and in the name of the Governor of
Goa.

G. J. Prabhudessai, Under Secretary (Personnel).

Panaji, 17th July, 1991.